

TAB

~~SECRET~~

Fiscal Division - Office of Chief

1. The present T/O strength is 5:

1 - Chief, Fiscal Division	- GS 15
1 - Deputy	- GS 14
1 - Sec'y - Admin Clerk	- GS 7
2 - Clerk-Steno	- GS 5

2. GENERAL

There is little comment necessary pertaining to the operations within the Office of the Chief, Fiscal Division beyond stating that administrative matters, correspondence or other typed material for the entire Division are prepared within the Office of the Chief. The only exception to this are the few form letters and reports prepared by the Accounting and Payroll Branches.

3. ACTION RECOMMENDED

None.

~~SECRET~~